



School Procedures/Parent Handbook

Preschool

2023-2024

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Staff Directory

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Core Principles of FBCMI Academy

Heart: We care for the heart of each child and family. We want to minister well to the heart of our kids so they will thrive and know they are loved. (Deuteronomy 6:4-6)

Character: We want our children's character formed by the Holy Spirit: Love, Joy, Peace, Patience, Kindness, Goodness, Gentleness, Faithfulness and Self-Control. (Galatians 5:22-23)

Knowledge: All knowledge flows from God. Proverbs 1:7 - The fear of the LORD is the beginning of knowledge; fools despise wisdom and knowledge.

Service: We want our students to have a service mindset. Christ exemplifies the way to be great is through serving one another. We want to encourage a culture where our students serve in their classrooms and beyond. (Mark 9:35)

School Day

Our K-2, K-3, and K-4 classes are in session from 8:00-12:00 Monday through Friday. Each teacher will post a daily schedule in the classroom. These schedules will be followed as closely as possible. However, there may be times when the schedules will vary to allow for special activities.

Curriculum

At FBCMI Academy, we utilize the Abeka Bible-based curriculum that approaches every subject from a Christian perspective. Our curriculum uses Scripture and biblical principles to emphasize and illustrate concepts. We provide a flexible program that allows preschool students to grow gradually in all areas of knowledge without force or pressure. It enables them to think for themselves, solve problems, follow suggestions, and carry out planned procedures at their own speed to the best of their ability. The schedule is flexible, alternating periods of activity and quietness. The program follows a similar daily pattern. The program provides:

- Time for learning centers when the children work and play with art materials, blocks, home living equipment, language arts, science and math manipulatives, and other activities whereby they can work independently or in a small group.
- Outside play and activity
- Snack time
- Circle time

Preschool Necessities

ALL PRESCHOOL STUDENTS NEED THE FOLLOWING:

- a book bag large enough to send papers and other items home
- change of clothes labeled with your child's name should stay in your child's book bag throughout the year
- reusable water bottle - with water, no juice or soda

- no bottles or pacifiers are allowed at school
- k2 students only - diapers and wipes, along with additional clothes

Weather Schedule Information

Weather emergencies will be handled on a case-by-case basis.

Other Weather-related issues

Before the opening of the FBCMI Academy, during weather with below-freezing temperatures, snow, or freezing rain, all exit doors will be inspected by the administration or an appointed staff member for obstructions due to snow or ice. If snow or ice blocks any exit door, it will be removed so it operates properly. Snow or ice build-up will be shoveled away or scraped as required so the exit door swings freely.

Sick Policies

We ask that our parents and families join us in screening your child for any signs or symptoms of sickness. The program does not accept children with contagious illnesses, and will follow the DHEC guidance for exclusion from school programming and return from illness. We will monitor students daily and communicate with parents any sign or symptom of illness. If a child shows obvious and consistent symptoms of coughing, sneezing, sore throat, loss of taste/smell, fever, etc., a parent/guardian will be asked to pick up the child. Children demonstrating symptoms will be removed from the classroom and wait with our school health consultant or the director until they are picked up.

No child should come to school if they have had diarrhea, vomiting, or fever within 24 hours. Students who have a fever greater than 100.4 need to be fever free, without the use of fever reducing medication, for 24 hours before returning to school. Please help us by being a good neighbor to those in your classroom community and stopping the spread of COVID-19, Flu, Strep, stomach virus, etc.

For all complaints/ailments during the school day, our health consultant will meet with the student and evaluate if a parent/family member needs to

be contacted. A parent/family member will be contacted for any head injuries.

Medical Testing

In accordance with DHEC guidance, any student who tests positive for Covid-19 must remain out of school for five days from the first sign of symptoms and be fever free for 24 hours in order to return to school. Every family is responsible for communicating a positive test result with the school as soon as possible.

Medications

NO MEDICATIONS (ASIDE FROM USE OF AN EPIPEN) WILL BE ADMINISTERED TO ANY PRESCHOOL STUDENTS. All Staff will be fully informed of how to use/administer an EpiPen to a child. If your child has an EpiPen that we need to keep on campus, it must be labeled with your child's full name and given to the health consultant. If needed, the school health consultant will have cough drops, band-aids, antiseptic, and basic first-aid items for your child.

Drop-off Procedure

Parents/Family members will follow the car line as marked. Please pull up to the marked area and place the car in park. A teacher/staff member will open your vehicle door for your child to exit. Please make sure your child is completely ready to exit the vehicle by having their seatbelt or car seat unbuckled, shoes on, bookbag/lunchbox, etc., within hand's reach at this time.

If your child is not ready to exit the vehicle, you will be asked to pull into a parking spot so that you may walk your child back to the staff member. If you need to help get your child out of the car please park in a parking space and walk your child in. This is extremely important to ensure that our car line moves steadily and safely.

We will begin the drop-off process promptly at 8:00 am. Front doors will be locked at 8:15 every morning. If you arrive after 8:15, you must walk your child to the front door to sign your child in. We ask that you refrain from walking your child to their classroom door. All students will be marked tardy if they arrive at their classroom after 8:20 am. Please know that class starts promptly at 8:20 am each morning.

Early Arrival

Early drop-off is not available. Teachers/Staff have devotion/prayer time every morning before school starts, and school doors will open at 8:00 AM.

Pick-Up Procedure

Pick-up will occur in a car-line fashion with signs marking driving patterns. Please remain in your vehicle and pull up when a staff member directs. STAFF ARE NOT ABLE TO BUCKLE STUDENTS INTO CAR SEATS OR SEAT BELTS. Please pull into a parking spot if you need to assist your child with buckling.

We will keep a binder containing the authorized pick-up lists for the students. If a teacher doesn't recognize the person picking up your child, the authorized pick-up person will be asked to provide a photo I.D. Your child's safety is of the utmost importance here at FBCMI Academy!

If your child needs to be picked up from school early, please email Brooke Surface at bsurface@fbcmi.net or Margaret Tucker at mtucker@fbcmi.net. You may also send a written note in your child's folder that morning. Please note that your child may be picked up by anyone you list on your 'authorized pick-up' list. Please notify Brooke Surface or Margaret Tucker ASAP if there is anyone that you need to remove or add to your child's list at any time during the school year. Your child WILL NOT be released to anyone not listed on your authorized pick-up list without written notice from a parent. If picking your child up before noon, you must sign them out.

PLEASE REFRAIN FROM CELL PHONE USE IN CAR LINE FOR THE SAFETY OF OUR STUDENTS.

Late Pick Up

A late pick-up charge is assessed for each child picked up after noon (2:45 PM for Aftercare). This charge is \$1.00 per minute. Please plan accordingly during busy times concerning traffic.

Attendance

All teachers will take daily attendance at 8:20 A.M. Any student who arrives after then will be marked tardy. Please email Margaret Tucker at mtucker@fbcmi.net to notify us when your child will be absent.

Tracking

All students will be tracked each day regarding their location at all times during school hours. Staff will continuously update a chart that tracks all movements of preschool students, including restroom, chapel, playground, etc.

Emergencies

In the event of a medical emergency, Parents/Guardians will be notified at the phone number(s) listed in the child's file. Any child having a medical emergency will be under constant supervision of a staff member and, if needed, will be transported to the closest medical facility (Waccamaw Community Hospital E.R.). The child would be transported via ambulance (if necessary) or by the administration.

Evacuation Plan

Each classroom has a posted Emergency Evacuation plan and a map of the evacuation route out of the building. In such an emergency, your child's teacher will accompany their class to their designated 'safe area' outside. FBCMI Academy also has posted Emergency plans for the event of a natural disaster or any other threatening situation that may arise. Parents/guardians will be notified of any emergency that requires evacuation.

Food

Nutritional snacks will be served to the children daily. If your child has any specific food allergies, please note this on their enrollment form and notify the teacher. For birthdays or special occasions, please communicate with the teacher or director before sending in food or drink.

Toys

Children cannot bring toys from home except for "Show-and-Tell" or other special days designated by each classroom teacher. No guns or war toys are allowed. All toys, blankets, pacifiers, etc., must be left in your vehicle at drop-off.

Jewelry

Students may wear jewelry to school but must keep the jewelry on for the duration of the school day. If any jewelry piece becomes a distraction, the teacher may ask the student to remove it and place it in their bookbag. Students are not permitted to give away or trade jewelry items. **NO LIGHT-UP JEWELRY IS PERMITTED ON SCHOOL GROUNDS. THESE ITEMS CONTAIN SMALL BATTERIES THAT CAN BE FATAL IF SWALLOWED.** Prohibited items will be taken from the student and given to parents/families at pick-up.

What to wear to school/Dress Code

You should consider your child's comfort and provide simple clothing free of complicated fastening. Keep in mind possible messy activities and provide washable clothing. Students will play on the playground daily; please provide sturdy clothing and shoes. Flip-Flops and any 'open-toe' shoes are not allowed. (including Crocs) This is for the safety of the children. All shoes must be secured around the back of the foot.

Our students are very active and they need to be covered appropriately for all kinds of movement, including sitting on the floor. Students are not permitted to wear dresses with cut-outs at the midriff area. Any short skirts or dresses must have appropriate shorts worn underneath. All clothing should fit appropriately and be of appropriate length.

Students may be asked to refrain from wearing a particular article of clothing to school. If the student wears the clothing in question again, a parent will be notified and asked to bring a change of clothes for their student. No hats or hoods will be allowed in the building; they may be worn outside at recess, field days, etc. We will observe 'School Spirit Days' on Fridays by wearing our FBCMI Academy t-shirts/sweatshirts.

Potty Training

Students must be fully potty-trained to enter the K-3 class. Students in all classes must be able to independently go to the restroom (with the exception of K2).

Birthdays

Your child will receive special recognition on their birthday by the teacher and classmates. On your child's birthday, you may send special refreshments for the class. However, it must be done at the regular snack time or other school day time as determined by your child's teacher (often done in the lunchroom). Please refrain from sending anything other than a simple dessert/snack-type item. We cannot accommodate a parent sending lunch in for a whole class.

Birthday party invitations sent for distribution at school must include the entire class (the only exception to this is if it's an all-girl or boy party, you may invite just all the girls or boys). Our class sizes are small; please be mindful of other students in your child's class. If everyone in the class isn't included in party plans, please talk with your child about not discussing the party at school.

Parent/Teacher Communication

Parents will receive a mid-year and year-end progress report showing their child's development. Also, newsletters or calendars will be issued monthly to inform you of units of study and any special classroom announcements.

Conferences can be scheduled anytime during the year if you need to talk with the teacher or school administration. Meeting with a teacher during school hours is prohibited unless prior arrangements have been made. Please see your child's teacher or administration to schedule an appropriate meeting time. All teachers/staff of FBCMI Academy will supply an email address for communication. Teachers/Staff are not required to give their cell phone numbers to parents/families.

Field Trips

Your child may go on educational and fun trips. If there is a charge, checks must be made payable to FBCMI Academy (a drafting option may be available). Parents may be asked to transport their children in their vehicles. If a parent cannot attend, the child may be transported by someone else from their 'Authorized Pick-up' list. This arrangement would have to be set up by a parent.

Messages

If a message needs to be left with a teacher, please call the Academy office at 843-651-1105 or send an email to Brooke Surface at bsurface@fbcmi.net or Margaret Tucker at mtucker@fbcmi.net. Messages will be checked daily. Teachers will not answer personal calls, texts, or emails during school hours.

Withdrawal

Our classrooms are planned with our registered students in mind regarding our curriculum and hiring of teachers. Registering your child at FBCMI Academy is an annual commitment. The yearly tuition is due IN FULL at any time of withdrawal from the school.

Discipline

Your child will only be disciplined by our staff. Discipline in the classroom, playground areas, or on field trips is the sole responsibility of the staff. Parents helping chaperone a field trip, helping with a party, or at the school for any reason are asked to bring concerns to the Academy staff rather than handle situations concerning the students personally. The teachers and staff of FBCMI Academy will NOT administer corporal punishment.

Biting, Intentional Scratching, or Hitting

The first time the child bites, scratches, or hits, the child will be separated from other children. A letter will be sent home with both children to explain the incident. The second time a child bites, scratches, or hits, and any time after that, a parent will be called to pick up the child immediately for the day. Consistent biting, scratching, or hitting problems will be dealt with individually. To protect the children in our program, we reserve the right to ask habitual biters, scratchers, or hitters to withdraw from our program.

To Our Parents - We have an open-door policy at our school. If you have any specific questions or concerns, we ask that you call our school office to schedule a meeting to discuss them.

Confidentiality

FBCMI Academy Staff will not discuss or share personal information about the students with anyone outside our staff. This includes but is not limited to full name, address, phone number, behavior, or health. Any Staff member found to be breaching this policy will be reprimanded accordingly. This pertains to any time during or after employment.

Registration

A non-refundable fee is required when a child enrolls in our program. This is an annual fee.

Fees

All tuition, aftercare fees, hot lunch fees, and field trip costs can be set up for automatic draft. Automatic draft is our preferred way of payment. If you cannot use the draft option, please speak with a director at the beginning of the year.

Tuition/aftercare costs will be drafted on the 5th of each month. If paying by check, payments are due on the 5th of each month. Checks should be made payable to FBCMI Academy. There is a \$35.00 fee for any returned check or insufficient funds for a draft. Cash payments can only be accepted in the exact amount owed and should be in a sealed envelope with the child's name, date, and amount written on it. Any hot lunch drafts will be done on the indicated due date listed on hot lunch order forms.

Tuition is based on an annual fee which can be paid all at once or divided into ten equal monthly payments. There will be no reduction in rates for months that contain holidays. Any families enrolling (3) or more children at the same time in a given school year will be given a 20% discount off of the third child's tuition, and any children after that from the same immediate family in the same given school year.

Additional Tuition information

Please do not hand checks, cash, or envelopes to any teacher/staff member during drop-off or pick-up. There is a locked drop box to the left of the main Academy door if you need to drop off money. Tuition is due even when a child is out because of illness.

*In the case of a child who is absent for four consecutive weeks (one month) without parent communication and tuition not being paid, the child will be discharged, and a registration fee will be required for readmission. We can not guarantee that your child will be readmitted. Their spot in class may go to the next student on the waiting list.

Aftercare

The Aftercare program runs from 12:00-2:45. Aftercare is open to students in K3 and K4. If your child is staying for aftercare, they must bring a lunch box with a packed lunch. Please refrain from sending anything that needs to be heated or that your child cannot prepare for themselves (i.e.-please do not send any pizza Lunchables; these are very difficult for the students to eat without heating the shredded cheese). You may order a "hot lunch" for your child staying for aftercare; a monthly order form will be emailed to you.

IMPORTANT – Food deliveries for students are not accepted at the school. If a parent wishes to bring lunch to their child, they must drop it off at least 15 minutes before their child's designated lunch time. Please also do not send any form of soda in your child's lunchbox.